PLANS STAFF

REVIEW OF FUNCTIONS

(see 16 April 1964 detailed list of functions)

FUNCTIONS	REMARKS

Internal OCS:

1. Develop, in coordination with operating Divisions, consolidated OCS plans and objectives.

   (includes hardware, manpower, funding, and contracting problems)

   -- requires close ties with line of command

   -- staff assistance can be provided by Technical Staff and Plans Staff

2. Coordinate OCS activity requirements and justifications -- prepare paperwork for Agency management, viz., Activity Approval System.

   (includes hardware, manpower, funding, and contracting problems)

   -- requires close ties with line of command

   -- staff assistance can be provided by Technical and Plans Staff.

3. Technical assistance to OL on contracting
   (includes hardware and other matters)
   (~~includes hardware problems~~)

   -- involves operating Divisions

   -- staff assistance can be provided by Tech. Staff or Plans Staff

4. Reporting to Agency Management

   -- staff assistance necessary

   -- appropriate for Plans Staff

5. Publicizing OCS activities

   (newsletters, briefings, charts, etc.)

   -- staff assistance necessary

   -- needs appropriate talent and attention

   -- full time job for one public relations specialist assigned to Tech. Staff or Plans Staff

6. Assist AD/CS in developing policy
   -- staff assistance
   -- coordination, etc.
   -- formal paperwork
   -- Tech. Staff and Plans Staff

7. Relate to Plans & Prog. Staff, DD/S&T
   -- chiefly budget problems
   -- channel has been EXO via Admin Staff
   -- should be close tie between Plans Staff and budget and manpower planning.

8. Emergency, safety, and vital materials planning
   -- basic plan and groundwork laid for implementation by Divisions (Admin Staff provides support)
   -- continuing role for some staff planning and coordinating
   -- Plans Staff

9. ADP management research
   -- special L. G. function

10. Other assignments by Office of AD
    -- significant staff role

Agency Wide:

11. Equipment justification
    (involves evaluation of hardware selection)
    -- staff role
    -- extensive interaction with operations and technical specialists
    -- Technical Staff or Plans Staff
    -- (Committee Secretariat)

12. Control of ADP resources - equipment and personnel

-- staff role

-- inventory and costs

-- utilization

-- statistics - graphs and charts

-- Plans Staff

-- (Committee Secretariat)

13. Reporting to agency management

-- staff assistance necessary

-- Plans Staff

-- (Committee Secretariat)

14. Liaison - government and industry

-- staff role

-- initial contact point

-- Plans Staff

-- (Committee Secretariat)

15. State-of-the-art (ADP general)

-- staff role

-- focal point

-- Tech. Staff or Plans Staff

-- (Committee Secretariat)

16. ADP orientation and briefing programs

-- staff role

-- planning

-- coordinating

-- Tech. Staff or Plans Staff

-- (Committee Secretariat)

17. Publicizing Agency ADP activities   -- Staff assistance necessary

    (newsletters, briefings, charts, etc.)   -- Plans Staff

                           -- (Committee Secretariat)

                                  (See Function #5)

18. Interagency ADP committee relationships   -- staff role

                             -- provide (alternate) representation

                             -- Plans Staff

                             -- (Committee Secretariat)

19. Technical security problems   -- staff role

                             -- community problem

                             -- Technical Staff or Plans Staff

                             -- (Committee Secretariat)

20. Other assignments by AD/CS (Committee Chairman)   -- significant staff role

                             -- Plans Staff

                             -- (Committee Secretariat)